

September 23, 2016

TO: ALL OFFERERS

FROM: BRITTANY HAYWOOD  
WETLANDS SURVEY RFP CONTACT

SUBJECT: ADDENDUM TO RFP – CONTRACT NO. NAT 16 123 - WETLANDS, WETLANDS SURVEY

**ADDENDUM #1 – QUESTIONS AND ANSWERS**

QUESTIONS	ANSWERS
1. Do we provide a price in our proposal or is this only provided when you get to the “Vendor Best & Final Discussions” phase? Is the cost to be included within our proposal? Or should it be provided as a separate sealed document?	We do ask that you provide pricing in your proposal. I would follow the “Proposal Reply Requirements” outline on page 52. Your price quote will go in number 2, where you provide your detailed description of your services or “Scope of Work”. Costs do not go in a separate document.
2. Our firm is certified as a DBE by DelDOT. Does that make us a disadvantaged business enterprise for DNREC contracts?	Disadvantage Business does not apply in this situation.
3. I see that you would like a generous sample size. Normally our clients provide an expected sample size. We will certainly provide our recommendation. (Given that Delaware has a low population sample size will be the biggest issue for this study.) For now, can you provide a guideline as to what you would consider the minimum sample size you feel comfortable.	Unfortunately, we don’t have a definitive answer to sample size. We would like to have a good representation of Delaware’s population and localities. What I do know is that a fairly recent survey about climate change was done with about 800 people.
4. There does not appear to be an Appendix B, yet it says it must be completed.	The appendix B section was not applicable for this RFP, so you don’t have to include it.
5. If we wanted to give you a cost for two different sample sizes, is that allowed? Or must there be just one price quoted in our proposal?	By all means, include the costs of the different sample sizes.
6. The date for publishing questions and answers from vendors is set for Tuesday, September 27th. Since we will need to mail our proposal so it is received by Friday Noon (preferably by Thursday end of day) is there any way you could publish those questions/answers early in the day on the 27th?	I do know that they will be up on or before the 27th, and that the only questions that have been asked are similar to the ones you have already asked.
7. Could you please explain what a P-Card is. Does the vendor have to pay an additional fee to use it? If so, how much is it?	The P-Card is the state’s way of paying for things via credit card. I believe, the only additional charges that would occur to you would be from your vendor that would process a credit

	transaction.
8. The proposal requests a “generous sample size.” Sample size will be one of the biggest cost components for this study. Since there is no minimum or maximum sample size articulated in the RFP would it be appropriate if we used Attachment 3 (Exceptions Form) to state the maximum sample size allowed under our proposal? To keep this open-ended is very risky for any research vendor.	I would just state your maximum sample size in your scope of work.
9. Can the cover letter be the first 1-3 slides of a PowerPoint (with the company address and logo included) instead of as a separate document on traditional company letterhead?	Since the RFP states you need to have a cover letter, you will need to have one. It doesn't have to be fancy, you can just type your company's name and address on it.

All other terms and conditions remain the same.

If you have any questions, please contact Brittany Haywood at (302) 739-9939 or [brittany.haywood@state.de.us](mailto:brittany.haywood@state.de.us).